

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Site Plan Requirements for Temporary Construction Permits

Updated February 2, 2009

Applications for all SDOT Street Use temporary construction permits require site plans.

This Client Assistance Memo (CAM) can assist you in preparing a site plan. It describes the information required on site plans submitted with permit applications for temporary construction use and shows what a basic site plan looks like.

If the work being done is for a Street Improvement or Utility project, refer to the following CAMs:

- CAM 2201 - Plan Requirements for Construction in Public Rights-of-Way
- CAM 2600 – Utility Permit Types and Application Process

What is a Site Plan?

A site plan is an accurate drawing that shows the intended use of the area.

Three copies of the site plan must be submitted with the Permit Application form for all temporary construction projects.

How to complete a Site Plan

SDOT Street Use provides a site plan template that can be used for simple temporary construction projects such as a residential dumpster or material storage.

If your project is more complicated and requires a level of detail that does not work with the available template, you will need to submit a scaled site plan that better addresses your project's needs.

Following are instructions for completing a basic site plan:

1. Indicate which direction is North using the North arrow
2. Identify all street names affected by the proposed construction and/or use
3. Identify property lot lines
4. Specify location and dimensions of proposed construction and/or use
 - Identify each space that will be occupied in the ROW
 - A “space” is the area proposed for temporary construction use
 - One permit may cover multiple spaces such as:
 - Additional space that may be required later in the project
 - Different types of work in distinct areas such as:
 - ♦ Storing materials in one area and a pump truck in another
 - Each proposed space must be identified and labeled alphabetically (i.e. “A”, “B”, “C”)
 - If there are more than 3 spaces involved for your project, you will be required to submit a scaled site plan (no smaller than 1:50)
 - Consider mobility impacts
 - Anything that interrupts or changes the normal use of the ROW is considered a “mobility impact” such as:
 - Dumpster or moving pod is placed on a planting strip
 - ♦ A dumpster could impact opening a car door
 - Dumpster placed next to a driveway
 - ♦ This could affect a driver's ability to see the road when pulling out of the driveway

- Restricting access to any of the following will impact mobility:
 - Sidewalk
 - Curb landing
 - Planting strip
 - Parking lane
 - Bike lane
 - Travel lane
 - Alley
5. Show all existing striping on the roadway
- Identifying these lanes in your site plan allows SDOT Street Use staff to identify and evaluate mobility impacts
6. Show all existing objects and improvements such as:
- Pay stations
 - Bus stops
 - Street signs
 - Trees
 - Driveways
 - Poles
 - Curb ramps
7. Additional required information - to be provided in a tabular format
- Square footage
 - Dimensions of the proposed use area (length times width)
 - Type of street (Arterial, Non-Arterial or Underwater)
 - The City of Seattle classifies streets according to different levels of emphasis on traffic movement versus direct access to property
 - You may be subject to increased fees if work is on an arterial
 - For more details about street types, and to determine the type of street you are occupying, refer to:
<http://www.seattle.gov/transportation/streetclassmaps.htm>
 - Start Date
 - The first date the ROW will be occupied
 - Duration
 - The total number of calendar days the ROW will be occupied

Access to Information

Links to electronic versions of SDOT **Client Assistance Memos (CAMs)** and other helpful publications are available on our website at http://www.seattle.gov/transportation/stuse_docs.htm.


Paper copies of these documents are also available at the **SDOT Street Use permit counter** located on the **23rd floor** of the **Seattle Municipal Tower**, 700 Fifth Avenue, in downtown Seattle.

Example Site Plan

An example illustrated site plan is included on the next page. It can be used as a guide for completing your site plan.

- 1** North direction indicated using “north arrow”.
- 2** Street name identified.
- 3** Property lot lines identified.
- 4** Location and dimensions (square footage) of the intended use area identified.
The space has been labeled as “A”.
- 5** Existing roadway striping has been identified. In the following example you can see the travel lane closest to the occupied area is affected. This is considered an impact to mobility.
- 6** Existing objects and improvements have been identified. In the following example it is a tree.
- 7** Square footage, type of street, use start date and total number of days (duration) have been provided.


Example Site Plan



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PERMIT NUMBER _____

1



2 *Republican Street*

4

W = 10

Space "A"
860 total sf

6

L = 86

3

Alley

Right of Way

Sidewalk

Planting Strip

Curb

Roadway

5

7

Description of Use

Space	A	B	C
Square Footage	860	n/a	n/a
Type of street	Arterial	n/a	n/a
Start Date	March 20, 2008	n/a	n/a
Duration	300 days	n/a	n/a

****A scaled site plan is required if more than 3 separate spaces are needed for Use**

Checklist

1. Indicate which direction is North using the North arrow
2. Identify all street names affected by the proposed construction and/or use
3. Identify property lot lines
4. Specify location and dimensions of proposed construction and/or use
5. Identify any marked traffic lanes
6. Specify location of existing improvements
7. Describe the proposed Use (for each space identified)